



Idaho Supreme Court

Administrative Office of the Courts

451 W. State Street

Boise, ID 83702

SOLICITATION FOR GUARDIAN AD LITEM (GAL) GRANT APPLICATIONS

Opens: Dec. 1, 2021 at 8:00AM (MST)

Closes: Jan. 14, 2022 at 5:00PM (MST)

Online Information/Question and Answer Session: Dec. 15, 2021 @ 2:00PM (MST)

PROGRAM SCOPE

The purpose of the GAL grant is to:

1. Enable qualified entities to act as the guardian ad litem coordinator in any judicial district.
2. Enable qualified entities to recruit, organize, and administer a panel of guardians ad litem and volunteer lawyers to represent guardians ad litem.
3. Enable qualified entities to recruit, organize, train, and support persons or entities to act as guardian ad litem coordinators in judicial districts which do not yet have guardian ad litem coordinators.
4. Enable qualified entities to pay the administrative and other miscellaneous expenses incurred in carrying out the provisions of the guardian ad litem program.

PROGRAM OVERVIEW

Each year, the Idaho Legislature appropriates general funds to the Guardian ad Litem (GAL) grant which is administered through the Idaho Supreme Court (ISC). The Idaho Legislature created an account from which grant disbursements for the benefit of the GAL programs are made. Pursuant to I.C. § [16-1639](#), the ISC is authorized to distribute GAL funds by way of a grant process, and establish policies and procedures related to the administration of the GAL funds. GAL programs receiving state funded grants are required to ensure that grant funds are used as specified in I.C. §§ [16-1630](#), [16-1633](#) as well as Idaho Juvenile Rule (IJR) [35](#) & [36](#). Grant-funded GAL programs should, to the extent possible, establish a

districtwide program to recruit volunteer guardians ad litem sufficient to provide services in each county of the judicial district. (I.C. § [16-1632\(1\)\(f\)](#)) Multiple applicants within a single judicial district can apply, and be awarded, a portion of the funding available to that district.

ELIGIBILITY

Any eligible person, organization, corporation, or agency may apply for funds authorized under Title 16, Chapter 16, Idaho Code for the development and operation of a GAL program.

Any entity that applies and receives GAL grant monies must comply with the requirements listed below:

1. Must comply with [ISC Guardian ad Litem Grant Program Policies & Procedures](#), including reporting requirements and fiscal controls.
2. Must comply with requirements under I.C. §§ [16-1632](#) and [16-1633](#).
3. Must comply with requirements under IJR [35](#).
4. Must have policy and process in place to ensure any person in training to serve or who is serving as a GAL has cleared a background check in accordance with ISC Rules, prior to having access to program case files or children being served.
5. Must have a written plan and action steps to diversify staff, volunteers, and governing board to reflect the population and meet the needs of the children served.
6. Must have written policy that recognizes the importance of family preservation and reunification.
7. Must effectively communicate and engage with all stakeholders to provide information and build support for the needs of children within the program.
8. Must attend mandatory trainings related to data collection, reporting, and grant administration conducted by Administrative Office of the Courts (AOC) staff annually.
9. Must conduct all interactions in an honest, fair, respectful, and compassionate manner. The program must incorporate policies and practices to avoid conflicts of interest and preserve confidentiality.
10. Must have written policy to require employees and volunteers to report any criminal, civil, or administrative investigations and/or convictions, and findings to the funded program. Funded program must notify the AOC in writing within five (5) business days of receiving any such report.

APPLICATION DEADLINE

The deadline to submit the completed grant application via email to chiatt@idcourts.net, using the fillable form provided on the ISC website, is **5:00pm MST on January 14, 2022**. Late or incomplete applications **will not be accepted**.

CONTACT INFORMATION

If you have questions about applying for this grant or need assistance submitting an application, email the GAL Grant Specialist, Chelsea Hiatt, at chiatt@idcourts.net or call 208-947-7448. To register for the online information/question and answer session, email Ms. Hiatt by Dec. 14, 2021, at the above address to get a link to the Zoom session.

AWARD INFORMATION

AVAILABILITY OF FUNDS

The GAL grant program is supported by state general funds. The amount of funds awarded to each judicial district is based on two separate legislative appropriations. The first appropriation is for general use and can be used for any personnel or operational costs related to the program. The second appropriation must be used to recruit, train, and retain GAL volunteers. Both appropriations are based on an allocation formula approved by the Idaho Supreme Court. The percentage of funding for each district is determined by dividing the number of children with open child protection cases in each district (during the prior fiscal year) into the total number of children with open child protection cases in the state (during the prior fiscal year).

The allocation formula is designed to identify the amount available to each judicial district. In the event that more than one applicant per district applies for funding, each application will be reviewed for eligibility and funding within their district.

Based on the funding formula, these are the amounts available:

	General Use Funds:	Volunteer Recruitment, Training and Retention Funds:
1 st Judicial District	\$85,324	\$57,751
2 nd Judicial District	\$69,882	\$22,537
3 rd Judicial District	\$104,471	\$101,416
4 th Judicial District	\$103,483	\$99,162
5 th Judicial District	\$82,606	\$53,103
6 th Judicial District	\$95,948	\$51,553
7 th Judicial District	\$95,948	\$81,978

GRANT TERMS

- Applicants will be notified of funding prior to July 1, 2022
- Grant to be funded from July 1, 2022 – June 30, 2023
- Quarterly Reports/Annual Reports Requirements
 - Quarterly Progress Reports and Quarterly Financial Reports are due on the 15th of the month following the end of the quarter (Oct 15, Jan 15, April 15 and Jul 15).
 - Annual reports are due within 90 days following the end of the state fiscal year (Oct 1)

For more information, please review the ISC [Policies and Procedures](#).

APPLICATION REVIEW INFORMATION

GRANT REVIEW BOARD

Members of the Guardian ad Litem Grant Review Board (Board) will be appointed by the Idaho Supreme Court for a three-year term. The Board will consist of nine (9) voting and three (3) non-voting members with experience and training in the child welfare system. The board shall be staffed by the GAL Grant Specialist and attended by a member of the AOC's finance department. For more information about the Board please review Idaho Court Administrative Rule 91: <https://isc.idaho.gov/gal/files/Adoption-of-ICAR-91.pdf>

GRANT REVIEW PROCESS

After the grant application deadline, all applications and attachments will be provided to each Board member. After adequate time to review and score each application, the Board will meet to review the grant applications and attachments and issue a recommendation to the Idaho Supreme Court for approval or denial of grant applications. The Board will use a system of scoring each area of the application to arrive at a total number of points. This will help guide each Board member in deciding what, if any, funding is to be recommended for the applicant.

The Board may request and/or use additional information prior to reaching a decision.

REQUIRED APPLICATION COMPONENTS

Complete the fillable PDF form found on the ISC website: <https://isc.idaho.gov/Guardian-ad-Litem>. Save the completed PDF and email the application and all attachments as required to Chelsea Hiatt at chiatt@idcourts.net. The application and all required attachments must be submitted via email by **January 14, 2022 at 5:00pm (MST)**. No late or incomplete applications will be accepted.

COVER SHEET

Populate each fillable field with the appropriate information regarding your organization. If information doesn't apply, write "N/A" in the appropriate field.

PROJECT PLAN NARRATIVE

Upload a copy of your mission statement. Either write in the space available or attach a document to your application that provides a brief summary of your annual planning process. Provide an answer to the required questions about the grant funds purpose and plan, and submit a project plan using the provided template. Include as many needs as you have. Use a separate table for Volunteer Funds and General Use Funds.

STAFF AND VOLUNTEERS

Use the form to answer the questions regarding your organization's staff and volunteers. Use numbers that accurately reflect your organization's staff/volunteers as of the date of the application. For instance, if you have 25 GAL volunteers currently, but also have five GAL volunteers in training, use 25 as the number of GAL volunteers.

POPULATION SERVED

Answer the required fields regarding the population served. Attach your written priority list/triage plan.

FUNDING AND SUPPORT

List all funding and support sources for your organization. Also describe your plans to ensure long-term financial stability.

FISCAL MANAGEMENT

Describe how your organization is in compliance with IJR 35 requirements as listed. Describe your organization's auditing procedures and any open audit findings.

BUDGET

Provide a budget narrative that supports all of your proposed costs in the detailed budget worksheet. Complete a separate worksheet for both funding sources, General Use and Volunteer Recruitment, Training and Retention.

SIGN & DATE

Please sign and date the application using an electronic signature. If you do not have the computer software to enable an electronic signature, please print out ONLY page 10 of the application, sign and date and return via email as an attachment. The rest of the PDF should be saved and emailed when completed.

LETTER OF ASSURANCE

Ensure your letter of assurance has been signed and dated by the required signors and has all information required before attaching. Ensure you have the language required in the application.

ADDITIONAL REQUIREMENTS AND GUIDELINES

An informational session, plus question and answer period, is scheduled to be held via Zoom on December 15, 2021, at 2:00PM (MST). If interested in attending, please email Chelsea Hiatt at chiatt@idcourts.net for a link to the meeting. The meeting will be recorded and will be available to view upon request. If you are unable to attend the meeting, please submit questions via email to Ms. Hiatt by December 13, 2021.

APPLICATION CHECKLIST

- Fillable Form Sections:
 - Organization Information
 - Funding Information
 - Project Plan and Narrative with specific goals (template provided)
 - Staff and Volunteers
 - Population Served
 - Funding and Support
 - Fiscal Management
 - Budget, including two budget worksheets (template provided)
- Attachments to include on the email:
 - Letter of Assurance, signed and dated, with all requirements written
 - Mission Statement
 - Annual Planning Summary (if not included in application portion)
 - Organizational Chart
 - Diversity/Inclusivity Plan
 - Policy acknowledging importance of family preservation and reunification
 - Internal Control Policies
 - Audited, reviewed or compiled financial statements